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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3430.1C**

Effective Date: May 01, 2007  
Expiration Date: May 01,  
2012

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## **Subject: NASA Employee Performance Communication System (EPCS) - EFFECTIVE MAY 1, 2007**

**Responsible Office: Office of Human Capital Management**

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## Preface

### P.1 Purpose

The Employee Performance Communication System (EPCS) is NASA's performance management system for all employees other than Senior Executive Service (SES), Senior Scientific and Technical (ST), and Senior Level (SL) employees. EPCS coverage includes employees serving under temporary, term, excepted (including NASA Excepted (NEX)), and Student Educational Employment Program appointments. The EPCS establishes a systematic process for planning, monitoring, developing, assessing, and rewarding employee performance that contributes to achieving the Agency's Vision, mission, and goals in accordance with applicable laws and regulations. The EPCS creates a strategically linked set of performance expectations for all employees, promotes a performance culture that focuses on two-way communication and accountability for results, and clearly differentiates between high and low performers.

### P.2 Applicability

This NPR is effective May 1, 2007, and is applicable to NASA Headquarters, NASA Centers (including Component Facilities), and the NASA Shared Services Center. Unless otherwise indicated, the word Center(s) in the text of this NPR includes NASA Headquarters and the NASA Shared Services Center. Any reference to Center Director(s) includes the Assistant Administrator for Infrastructure and Administration and the Executive Director, NASA Shared Services Center.

The Office of the Inspector General has statutory independence and may create a separate performance management system that more effectively meets its mission requirements.

### P.3 Authority

- a. Performance Appraisal, 5 U.S.C. S 4301 et seq.
- b. Performance Management, 5 C.F.R. Part 430.
- c. NPD 3000.1, Management of Human Resources.

### P.4 References

- a. Employee Performance File System Records, 5 C.F.R. Part 293.
- b. Privacy Procedures for Personnel Records, 5 C.F.R. Part 297.
- c. Reduction in Force, 5 C.F.R. Part 351.

- d. Performance Appraisal for General Schedule, Prevailing Rate, and Certain Other Employees, 5 C.F.R. Part 432.
- e. Awards, 5 C.F.R. Part 451.
- f. Pay Under the General Schedule, 5 C.F.R. Part 531.
- g. Adverse Actions, 5 C.F.R. Part 752.
- h. OPM/GOVT-2, Employee Performance File System Records, 65 Fed. Reg. 24731 (April 27, 2000).
- i. NPD 1000.1, 2006 NASA Strategic Plan.
- j. NPD 1382.17, NASA Privacy Policy.
- k NPD 1440.6, NASA Records Management.
- l. NPR 3335.1, Internal Placement of NASA Employees.
- m. NPR 3351.1, Reduction in Force for NASA Employees.
- n. NPR 3432.1, Performance-Based Reduction-in-Grade or Removal Actions.
- o. NPR 3451.1, NASA Awards and Recognition Program.
- p. NPR 3713.1, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities.
- q. NPR 3771.1, Grievance System.

## P.5 Cancellation

None.

/S/

Charles H. Scales  
Associate Administrator  
For Institutions and Management

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